JOB DESCRIPTION

Position Title: Coordinator, Public Health Practices and Quality Improvement Initiatives

Department: Science and Practice - Delta Project  FLSA Status: Full time, Exempt

Reports to: Manager, Public Health Practices and Diabetes Programming

Supervises: N/A  Last Reviewed: November 2023

BASIC FUNCTION

The Coordinator of Public Health Practices and Quality Improvement Initiatives supports components of the Association of Diabetes Care & Education Specialists (ADCES) funding opportunity to advance health equity for priority populations with or at risk for diabetes from the Centers for Disease Control and Prevention (CDC). The Coordinator’s duties will include providing technical assistance and support to community health center (CHC) quality coordinators, program coordinators, and health educator staff to improve the delivery of diabetes care to communities of concern. This position will be responsible for guiding CHCs efforts around program implementation and delivery, monitoring program compliance, assisting with data collection needs, summarizing information for review, and performing other duties as assigned. The coordinator will help support efforts around program implementation, as well as changes for process improvements, ensuring that program outcomes and sustained impact are met overtime.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Communicates verbally and in writing with CHC staff.
- Provides technical assistance and support for CHC implementation and delivery of interventions grounded in scientific and practice-based evidence. (ie. DSMES; National DPP; family-centered childhood obesity interventions).
- Ensures that all program delivery activities are conducted in accordance with evidence-based standards that have been established for each intervention.
- Assesses program participant needs and provides suggestions on activities that are culturally appropriate based on age, sex, race, ethnicity, and interests.
- Participates in learning collaboratives and communities of practice related to target Type 2 diabetes risk reduction strategies.
• Supports the development of and content for diabetes workforce training to improve their capacity to address Social Determinants of Health (SDOH) related factors that impact health outcomes.
• Identifies support needs as it relates to executing quality improvement action plans to address program barriers.
• Provides assistance in preparing for and coordinating meetings, events, workshops, and stakeholder engagements.
• Supports project team by drafting agendas, minutes, and correspondence as requested.
• Develops and produces regular progress reports for internal and external audiences.
• Maintains project calendar, reports, files and related task list(s).
• Receives, reviews and processes all incoming invoices, check requests, and expense reports.

**KNOWLEDGE, SKILLS, AND ABILITIES**

• Ability to utilize problem-solving and technical skills.
• Must be highly organized and detail-oriented, with ability to multi-task and complete assigned projects and duties on a timely basis.
• Customer service orientation essential, with excellent verbal and written communication skills. Must be comfortable assisting members via phone and email on a regular, daily basis.
• Ability to work both independently and as a team member, adapting to changing priorities and deadlines.
• Must be proficient in Microsoft Office Suite, with ability to learn new software as needed.

**EXPERIENCE/EDUCATION**

• Minimum of 2-3 years of experience in a professional environment required.
• Bachelor’s degree and/or relevant college course in public health or closely related field preferred.
• Demonstrated experience in program implementation and management preferred.
• Prior experience working with Community Health Centers and/or Associations a plus.

**PHYSICAL DEMANDS**

Nature of work requires an ability to operate standard business office equipment. Requires ability to communicate and exchange information, collect, compile and prepare work documents, set-up and maintain work files. Occasional overnight and out of state travel may be necessary.

**WORKING CONDITIONS**

Majority of work is performed in a general office environment where a hybrid work schedule is observed. Position may require availability for extended hours and non-traditional hours to perform department job duties. Also, may require occasional participation and attendance at organization sponsored events and meetings across the country.